**JOB DESCRIPTION**
**MURFREESBORO POLICE DEPARTMENT**
**HALF-TIME SECRETARY/TYPIST**
**(DATA ENTRY PERSONNEL)**

**1.** **JOB TITLE:** **HALF-TIME SECRETARY TYPIST**

**2.** **DEFINITION:** The half-time Secretary/Typist (Data Entry Clerk) is an employee of the City of Murfreesboro requiring a minimum 20 hours per week, and no more than 29 hours per week. The employee will perform the work at the Murfreesboro Police Department under the supervision of the Captain – Traffic/Special Services. All employees are responsible to the City Manager and are subject to the employment policies of the City. The employee is responsible for entering current and archived data into the Crash Report Database System, reviewing current crash report forms for designation of "At Fault Driver" and "Driver Contributing Factor" accuracy, and other duties as assigned. This position is classified as Non-Exempt for the purposes of the Fair Labors Standards Act, as having no significant occupational exposure to bloodborne pathogens and, as Non-Safety Sensitive; the employee will be subject to reasonable suspicion, post accident, return to duty and follow-up drug and alcohol testing.

**3.** **EQUIPMENT/JOB LOCATION:**

    a. The employee must be capable of using a standard computer system and entering/retrieving data from pre-designed software program. Additional knowledge of Microsoft Windows and Access is desirable, but not required. The employee must be capable of operating miscellaneous office equipment and accessories customarily used in an office environment.

    b. The employee performs described duties at the Murfreesboro Police Department. Work is generally performed indoors in a smoke-free environment.

**4.** **ESSENTIAL FUNCTIONS OF THE JOB:**

    a. Maintains minimum of 12,000 keystrokes per hour/40 wpm.
    b. Enters appropriate data obtained from current and archived crash reports Into the Crash Report Database System.
    c. Reviews current crash reports for designation of "At Fault Driver" and "Driver Contributing Factor" accuracy.
    d. Maintains confidentiality of information obtained while on the job, whether concerning crash report data or other official police business.
    e. Runs various reports and disseminate/file appropriately.
    f. Visually reads information from crash report forms.

**5.     ADDITIONAL EXAMPLES OF WORK PERFORMED:**

    a.     Performs other duties and special projects as assigned.

**6.     REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

    a.     Must have legal authority to work in the United States of America.
    b.     Must possess a high school diploma or GED equivalent.
    c.     Must not have been convicted of or pleaded guilty to or entered a plea of nolo contendre to any felony change or to any violation of any state or federal laws or city ordinances relating to force, violence, theft, dishonesty, gambling, liquor, or controlled substances.
    d.     Must pass a pre-employment background investigation.
    e.     Two (2) years data entry experience preferred.
    f.     Knowledge of and ability to operate a personal computer; additional knowledge of Microsoft Windows and Microsoft Access is desired, but not required.
    g.     Excellent data entry skills, minimum of 12,000 keystrokes per hour/40 wpm.
    h.     Excellent communication skills, both written and oral.
    i.     Temperament and good judgement to effectively deal with the public and other City employees.
    j.     Ability to report for work on time and perform responsibilities for the full duty schedule, and in a timely fashion.
    k.     Ability to concentrate and accomplish tasks despite interruptions.
    l.     Ability to perform a variety of tasks simultaneously or in rapid succession.

Non-Exempt
Non-Safety Sensitive
December 29, 2000